

**COPYRIGHT LAW/
PRINTING AND DUPLICATING SERVICES**

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The Board of Education will make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials in either single or multiple copies.

The Board recognizes, however, that the federal copyright law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the “fair use” doctrine. The Board, therefore, informs all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical, and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the system.

To protect staff members and the Waunakee Community School District against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain that the action is within the law. When an individual is not certain, he/she should contact the supervisor of media services in order to ascertain whether copying falls under “permitted use”. If it does not, the supervisor of media services or the staff member may request permission to reproduce materials from copyright holders.

Requests to reproduce copyrighted materials on District equipment will not be honored unless the reproduction is legally permissible.

Legal Ref.: PL 94-553, Federal Copyright Law

Cross Ref.: 335, Development and Sale of Curriculum Materials/Copyright-Ownership
365-Rule, Acceptable Use Rules for Internet/Local Network Access
771-Rule (1), Printing/Duplicating Guidelines
771-Rule (2), Requesting Permission to Use Copyrighted Materials

Adopted: January 1983

Revised: March 1994

June 2000

Waunakee Community School District